

**VACANCY ANNOUNCEMENT**  
**2010 Census**  
**U.S. DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
**Detroit Regional Census Center**

**OPENING DATE:** 11/21/2008      **ANNOUNCEMENT NO.** DET-24-9-019  
**CLOSING DATE:** 12/08/2008      **DUTY LOCATION:** Detroit, MI

**POSITION TITLE:**  
Information Technology Specialist

**GRADE AND SALARY RANGE:**  
GG-0301-05 (\$32,181-\$41,831 steps 01-10)      GG-0301-11 (\$58,996-\$76,695 steps 01-10)  
GG-0301-07 (\$39,864-\$51,818 steps 01-10)      GG-0301-12 (\$70,711-\$91,928 steps 01-10)  
GG-0301-09 (\$48,761-\$63,395 steps 01-10)

Applicants new to federal service will be appointed to the grade qualified at the step 01 level.

**PROMOTION POTENTIAL:** GG-12

**NUMBER OF VACANCIES:** A few.

**EXCEPTED SERVICE APPOINTMENT:** This is a two year Schedule A time-limited appointment with a possible two year extension.

**AREA OF CONSIDERATION:** ***All Current Census Bureau employees within the Detroit Region.***

**Note:** All current employees on a less than one year appointment, such as an LCO employee must apply to the external posting.

**WORK SCHEDULE:** This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

**WHO MAY APPLY:** Those listed in the area of consideration (***see above***).

**DUTIES:** **Information Technology Specialist**

Has responsibility for management and maintenance of the LAN in the Regional Census Center (RCC) and the Local Census Offices (LCOs). Manages the users of the system, creating and deleting users as appropriate, providing access rights to applications, files, and system devices. Trouble-shoots problems and resolves them if possible; initiates problem resolution procedures as necessary. May assist with installation of the LANs in the RCC and/or LCO. Conducts feasibility studies and recommends courses of action. Reviews requirements of projects to determine objective of the program, concepts, nature of the unprocessed data, and processes required in support of the computer effort in order to organize work processes and problems for computer solution. Oversees the creation of general utility routines and systems and independently develops more complex routines and detailed sequences of internal program logic by coding, testing and debugging. Provides user training. Responsible for a full range of system administration/management of the division's NOVELL Netware office automation LAN administration/management of the division's production system environment.

**QUALIFICATIONS:** To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both:

1. Applicants must be 18 or older to be hired for the 2010 Census.
2. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position you must have the specialized experience indicated below.
3. **Specialized experience is defined as:** Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

***You may qualify for a position based on your education only, experience only, or a combination of both – as indicated below.***

**GG-0301-05:** Applicants must have the experience or education indicated below or a combination.

*Experience*

Three years of general experience equivalent to the next grade level that provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process.

*Education*

Four year course of study leading to a bachelor's degree with major focused in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

**GG-0301-07:** Applicants must have the experience or education indicated below or a combination.

*Experience*

Applicant must have one year of specialized experience equivalent to the next lower grade in translating detailed logical steps developed by others into language codes that computers accept; operating computer consoles; scheduling the sequence of programs to be processed by computers; and preparing documentation on cost/benefit studies including summarizing the material and organizing it into logical fashion.

*Education*

One full year of graduate education or Superior Academic Achievement with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

**GG-0301-09:** Applicants must have the experience or education indicated below or a combination.

*Experience*

Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer requirements and techniques in carrying out project assignments which involve the development of minor modifications to parts of a system; analyzing the interrelationships of pertinent components of the system; and planning the sequence of actions necessary to accomplish the assignment.

*Education*

Two full years of progressively higher level graduate study or a master's degree in one of the following majors: computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or another major which provided knowledge equivalent to major in a computer field. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

**GG-0301-11:** Applicants must have the experience or education indicated below or a combination.

*Experience*

Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer approaches, techniques, and requirements appropriate to an assigned computer application area; planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls; and adapting guidelines or precedents to the needs of an assignment.

*Education*

Three full years of progressively higher-level graduate education leading to a Ph.D. or equivalent doctoral degree with major study in computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit

hours earned. Applicants selected for the position will be required to supply original transcripts.

**GG-0301-12:** Applicants must have the experience or education indicated below or a combination.

#### *Experience*

Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques that include analyzing a number of alternative approaches in the process of advising management concerning major aspects of ADP system design such as system interrelationship, operating mode, system software, and/or equipment configuration.

#### *Education*

No substitution of education for experience is permitted.

### **HOW TO APPLY:** Each applicant must submit:

**Step One:** The application; the following formats may be used:

- a. [Optional Application for Federal Employment \(OF-612\)](#), **or**
- b. A **resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying, **or**
- c. **An Application for Federal Employment (SF-171)** – this form is obsolete but may be used

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **This information must be listed in your application packet.** Failure to provide this information may result in loss of consideration.

- > Recruiting Bulletin Announcement number (i.e. DET-24-9-XXX), title (i.e. Information Technology Specialist), and lowest grade acceptable (i.e. GG-0301-12) (do not mail a copy of the vacancy announcement as proof for the position you are applying). If you are applying for multiple grades (i.e. 09, 11, 12) you will need to submit a complete application packet for each grade
- > Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- > Social Security number
- > Country of citizenship (**this Federal job requires U.S. citizenship**)
- > Veterans' Preference – Applicants claiming 10-point veterans' preference **must** submit an [SF15, Application for 10-Point Veterans' Preference](#), with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received). Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference (Member Copy – 4, if applicable). The DD-214 must show the type of discharge (i.e. Honorable/General)
- > Highest Federal civilian grade held (if applicable)
- > Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- > To qualify based on education submit a copy of your college transcript along with your application
- > Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer
- > Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), honors and awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)
- > Use of any Government agency envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted
- > Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313.396.5200)

**Step Two:** Complete an [OF-306, Declaration of Federal Employment](#).

**Step Three:** Each applicant must complete and submit Evaluation Criteria for this position. **These questions must be completed and submitted along with the application.** (See attached sheet with the Evaluation Criteria questions.)

**If applying for multiple grades each applicant must complete and submit a separate and complete application packet for each grade level. For example, if an applicant is applying to the grades 09, 11, and 12 they would submit THREE separate and complete application packets indicating on the paperwork which grade each application is for.**

**APPLICATION DEADLINE:** Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered. Facsimile and emailed applications will not be accepted.

Send all application information to:

**Bureau of the Census  
Detroit Regional Census Center  
300 River Place Dr., Ste. 2950  
Detroit, MI 48207  
ATTN: Human Resource Specialist**

For further information on this vacancy you may contact, Susan Kreft, Human Resource Specialist, at (313) 396-5333.

**Payment of relocation expenses IS NOT authorized.**

**CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be fined or jailed
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- If selected, male applicants born after 12/31/59 must confirm their [selective service registration status](#). Certification forms are available at most federal agency personnel offices or from the U.S. Office of Personnel Management
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

**THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

**EVALUATION CRITERIA STATEMENT FOR  
Information Technology Specialist**

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must answer the below questions addressing each area.**

Use additional paper for longer answers.

**Applicants are required to complete the following:**

In the space below, write your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment. (If you have held multiple positions with the same employer be sure to differentiate by using the position title.)

1. Experience with system management responsibilities of a Local Area Network (LAN) connectivity and network operating systems.

2. Experience with the design, implementation, backup, security and contingency planning, resource allocation of disk and users, installation of LAN hardware and operating system software.

3. Experience using and supporting Novell's Netware 5.x and Microsoft's Windows desktop operating system.